



Classification Specification

Safety and TAP Engineer

Department: Safety

Reports to: Deputy Administrator

Pay Grade:

Date Established:

Date Revised: _____

FLSA Status: Exempt

CLASSIFICATION SUMMARY

LHTAC manages a variety of funding programs to assist Local Highway Jurisdictions (LHJs) in utilizing the available resources for maintenance and construction of Idaho's Local Highway System. The position assists LHJs in selecting and managing project consultants to develop contract bid documents and associated documents for constructing transportation and pedestrian facilities.

This job requires extensive knowledge of Federal Highway Administration (FHWA) local assistance funding policies, procedures, and requirements as applied in Idaho. It requires knowledge of Idaho Transportation Department (ITD) local funding policies and procedures. The position requires knowledge of geotechnical, highway, and bridge construction and maintenance methods and materials.

The position requires certification as a Professional Engineer by the State of Idaho.

The job requires significant attention to detail.

The Safety/TAP Engineer works as part of a team overseeing multiple local projects who report to the Deputy Administrator but has wide discretion to carry out the functions of the job.

The majority of work is performed in an office and public building environment. It requires some overnight travel and some on-site field observations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Assists LHJs in a designated region in preparing projects and contracts for submission for federal funding participation;
- Reviews project applications being proposed for federal funding participation;
- Reviews LHJ project proposals for eligibility for federal funding participation including, but not limited to, plan and specifications review, constructability, and compliance with applicable local, state, and federal requirements;
- Reviews and approves project concept including, but not limited to, design standards, cost estimates, feasibility studies, environmental impact, and safety analysis;
- Reviews engineering plans and specifications at all project phases;
- Reviews geotechnical reports;
- Reviews property acquisition and right-of-way documents to ensure compliance with federal funding requirements;
- Prepares project contracts and agreements, coordinating between LHJs, ITD, and design consultants, ensuring agreements are complete, including stated responsibilities of each participant, and are properly ratified, signed, and distributed;
- Creates and maintains records, logs, documentation, and database to track projects to completion;
- Conducts design review meetings with sponsors and consultants;
- Conducts pre-operational meetings with consultants, federal, state, and local agencies, the public, and other interested and affected parties;

- Reviews project payment requests and recommends payment by the Sponsor;
- Acts as liaison between consultant, state and federal agencies, as needed;
- Educates LHJs on federal and state highway construction and maintenance aid process, including attending meetings and making presentations;
- Represents LHTAC to other agencies, committees, and professional organizations, as needed;
- Performs all duties following LHTAC policies and procedures.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Federal Highway Administration (FHWA) local assistance funding policies, procedures, and requirements as applied in Idaho;
- Idaho Transportation Department (ITD) project development and funding policies, procedures, and requirements;
- Highway, and bridge construction, maintenance, and inspection methods, geotechnical materials, and costs;
- Environmental, geotechnical, structural, public involvement, and contract administration of construction projects;
- State, federal, and other applicable environmental laws, statutes, and regulations and their application to highway, and bridge construction and maintenance;
- State and federal agencies with regulatory governance of road, highway, and bridge projects;
- Methods, techniques, and objectives of interpersonal communications, including making group presentations;
- Operation of basic office equipment;
- Construction knowledge and experience is preferred.

Skill and Ability to:

- Comprehend and interpret federal funding requirements as they pertain to local projects, property acquisition and right-of-way documents;
- Make timely and sound engineering decisions with minimal oversight at times.
- Operate basic office equipment including a personal computer and job-related software applications;
- Operate a motor vehicle;
- Listen carefully to understand and effectively communicate through verbal English language, written and interpersonal communication channels;
- Follow verbal and written instructions;
- Maintain a professional demeanor at all times, including in stressful situations;
- Maintain confidentiality of information and records;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelors degree in engineering is required and civil engineering is preferred;
- Certification as a Professional Engineer in good standing by the State of Idaho is required, or comity licensure by the Idaho Board of Professional Engineers in accordance with Idaho Code within six months;
- Idaho driver's license required;

- Two (2) to three (3) years' experience in construction management or road and highway construction engineering is preferred;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and public building environment. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Sufficient mobility to maneuver around a construction site is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.